

## Submission Guideline

**1. Submissions may be made electronically via e-mail to [info@iaoiusa.org](mailto:info@iaoiusa.org) [conference@iaoiusa.org](mailto:conference@iaoiusa.org).** Please use MS Word only. The paper should be a maximum of fifteen pages including appendices, references, figures and tables. The paper must be singled-spaced, printed at 12 points with Times New Roman. Page numbers should begin with 1 and the paper should not exceed “**fifteen pages**” in length. In general, the paper must be the way you want it to look in the publication. Papers are to be prepared in English, and totally edited to avoid grammatical and typographical errors. Papers must be written in a clear concise manner for ease of reading and interpretation.

**NO MANUSCRIPT WILL BE ACCEPTED WITHOUT THE REQUIRED FORMAT. THE MANUSCRIPT SHOULD BE PROFESSIONALLY PROOFREAD BEFORE THE SUBMISSION.**

As for line spacing, it should be title on the first line or lines and then author's information with one line per author and no blank lines between the title and author's information.

The author's information line should contain first name, last name and institutional affiliation. Leave two blank lines between author's information and the word abstract. Leave one blank line between the word abstract and the abstract itself. The abstract should be italicized. Leave two blank lines between the abstract and the body of the manuscript. There must be a blank line between paragraphs with the first line each paragraph indented. Please do not use columns. References need to be consistent and in a generally accepted format. Every sub-heading should be bold and capitalized. **The manuscript should be in one file entirely in Microsoft Word.** No other software may be used.

**1. Title page.** The first page of the typescript must contain: the full title; the affiliation and full address of all author(s); a running title of not more than 65 letters and spaces; an abstract of not more than 250 words; the name, full postal address and email of the author who will be responsible for correspondence and correcting of proofs.

**2. Illustrations.** All illustrations of any kind should be submitted as sequentially numbered figures. Illustrations must be placed where you want them to appear.

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**3. Tables.** Tables should be numbered and headed with short titles. As same with illustrations, they should be placed where you want them to appear.

**4. Acknowledgements.** Acknowledgements should appear at the end of the text.

**5. References.** The APA is used. References are listed alphabetically after the text.

Paper titles should be written out in full. Examples are:

Bettinger, C. (1989). Use corporate culture to trigger high performance. *Journal of Business Strategy*, 10, 38-42.

Goffee, R., & Jones, C. (1998). *The character of a corporation: How your company's culture can make or break your business*. New York: HarperCollins Publishers.